

FY2008
Proposal Application
Enforcing the Underage Drinking Laws
Block Grant Program



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I. Summary

The Governor's Office of Highway Safety (GOHS) is requesting submission of proposals relating to underage drinking prevention issues from state, county, municipal, university, tribal, faith-based and non-profit agencies for the 2008 **Enforcing the Underage Drinking Laws** program (EUDL). The proposal process will begin at **8am June 3rd** and close at **4pm on July 25th**.

EUDL is the only federal initiative directed exclusively toward preventing underage drinking. The program consists of \$350,000 block grants to each state and the District of Columbia. Administered by the Department of Justice's Office of Juvenile Justice and Delinquency Prevention (OJJDP), the EUDL program has the strategic goal of reducing the availability of alcoholic beverages to minors.

The EUDL grant will support activities in law enforcement, public education programs and innovative methods for reaching youth. Awards will fund initiatives to assist youth in preventing alcohol and substance abuse by enforcement of laws and zero tolerance for those who provide alcohol to minors. In addition, prevention programs will assist youths and their families with developing alternatives to drinking.

Submitting your proposal:

The following items must be submitted electronically in a Word document or PDF format to Sean Hammond at shammond@azgohs.gov:

- 1. Proposal Summary Sheet**
- 2. Narrative – maximum three pages, one inch margins, 12-point font**
- 3. Budget**

If you have any questions or problems, you can contact Sean at shammond@azgohs.gov or 520.790.5124.

PROPOSALS MUST BE RECEIVED BY 4:00 PM ON JULY 25th, 2008 TO BE CONSIDERED.

II. Overview

The EUDL Program supports and enhances efforts by states and local jurisdictions to prohibit the sale of alcoholic beverages to minors and the purchase and consumption of alcoholic beverages by minors. (Minors are defined as individuals younger than age 21.) Under the EUDL Program, activities may include:

- Statewide task forces of state and local law enforcement and prosecutorial agencies to target establishments suspected of a pattern of violations of state laws governing the sale and consumption of alcohol by minors.
- Public advertising programs to educate establishments about statutory prohibitions and sanctions.
- Innovative programs to prevent and combat underage drinking.

III. Limitations and Conditions

All education strategies should be evidence-based (based on OJJDP and SAMHSA standards) and consistent with the Arizona Governor's *Draw the Line* campaign (www.drawyourline.com). For information on evidence-based programs please visit the following websites:

www.udetc.org
www.samhsa.gov

1. When developing your proposal, please keep in mind that GOHS receives approximately \$350,000 for the entire state for this grant.
2. Funding for a Full-time equivalent (FTE) is not allowable.
3. Vehicles are not fundable.
4. Costs for speed detection devices are not allowable.

**** All law enforcement related projects/proposals must include an educational component to combat underage drinking. Please provide information about your specific education component within the Program Narrative section.**

IV. Application Requirements

Program Narrative

Applicants must submit a program narrative (no more than three pages, one inch margins, 12-point font) that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program.

The program narrative must follow and contain the following components:

1. Program Description

Provide a detailed description of how your agency will use EUDL grant funds (e.g., creating a statewide task force, public advertising programs and innovative programs, including plans for the continuation of the EUDL program if future federal funding is not made available.

To complete this section, use the following outline:

- A. **Problem statement.** Briefly state a priority juvenile justice problem or need that the program intends to address.
- B. **Program goals.** Provide a broad statement (i.e., written in general terms) that conveys the program's overall intent to change, reduce, or eliminate the problem described. Goals identify the program's intended short- and long-term results.
- C. **Program objectives.** Explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should include the target levels of achievement, thereby further defining the goals and providing the means to measure program performance.
- D. **Activities and services planned.** Describe specific steps that your agency will take or projects that your agency will pursue to accomplish each objective. This part of the program description must summarize where and when activities will take place, the specific services that you will provide, who will benefit from the services and the target population.

V. Budget

Applicants must include a one page budget to the Program Narrative, including a short (one-two sentence) description of the project/item being funded. Please use the format provided in the Budget Detail Worksheet below.

Budget Detail Worksheet

A.	Personnel Services (overtime)	\$.00
B.	Employee Related Expenses	.00
C.	Travel In-State	.00
D.	Travel Out-of-State	.00
E.	Materials and Supplies	.00
F.	Other Expenses	.00
G.	Capital Outlay	.00
TOTAL DIRECT COSTS		\$.00

Definitions

Personnel Services – This category is for overtime salaries. It is the policy of GOHS to **not fund** full-time positions.

Fringe Benefits – This category is for the benefits received, i.e. workers' compensation, health insurance, disability insurance, vacation leave, sick leave, etc. Typically this percentage is less for overtime than it is for straight time.

Travel – This category is for attending highway safety-related workshops, conferences, and/or training. Include a breakdown of registration fees (if applicable), lodging and per diem. Mileage will be reimbursed only for personal vehicles.

Materials and Supplies – This category is for items such as public information and educational materials.

Other Expenses – Anything that doesn't fit into the other categories.

Capital Outlay – This category is for equipment that has a life of at least one year. This includes, but is not limited to, computer/projectors for PowerPoint, preliminary breath testing devices.

VI. Project Reporting and Evaluation

Agencies receiving EUDL funds must submit performance measures data through the Department of Justice web-based *Data Collection and Technical Assistance Tool* (DCTAT) system. Performance measures will be required once every six months during the grant period. These reports will reflect accomplishments, progress and status of the project. At select times during the project period, specific information may be requested by State and Federal officials.

Data Collection and Technical Assistance Tool (DCTAT): Each agency receiving a contract will be required to attend a mandatory DCTAT training provided by GOHS. Cost of the attendance will be borne by the recipient of the grant.

VII. Award Information

The GOHS anticipates that the Office will make any awards under this solicitation by no later than September 30, 2008.

PROPOSAL SUMMARY SHEET
OJJDP – EUDL PROGRAM

Please complete the information below and attach form to beginning of proposal

<u>FOR GOHS USE ONLY</u>	<u>PROPOSAL NUMBER 2008 - _____</u>
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<i>AGENCY:</i>		
<i>AGENCY CEO:</i>		
<i>MAILING ADDRESS:</i>		
<i>CITY:</i>	<i>COUNTY:</i>	<i>ZIP:</i>
<i>AGENCY TELEPHONE NUMBER:</i>		<i>FAX:</i>
<i>PLEASE INDICATE WHO WILL SERVE AS PROJECT DIRECTOR:</i>		
<i>Title:</i>		
<i>E-MAIL:</i>		<i>PHONE:</i>
<i>PLEASE INDICATE WHO WILL SERVE AS PROJECT ADMINISTRATOR:</i>		
<i>Title:</i>		
<i>E-MAIL:</i>		<i>PHONE:</i>

<i>SYNOPSIS OF PROPOSAL:</i>

TOTAL AMOUNT OF REQUEST: \$

<i>GOHS USE ONLY:</i>